

Preliminary Results of Benefit Plan Audit

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Preliminary Results of the [Benefit Plan Name] Audit

Dear [Recipient Name],

We are writing to share the preliminary findings from our recent audit of the [Benefit Plan Name] conducted on [Audit Period]. Below are the key highlights of our assessment:

1. Overview of Audit Objectives

- Evaluate compliance with [specific regulations or standards]
- Assess the effectiveness of internal controls
- Identify areas for potential improvement

2. Summary of Preliminary Findings

- Finding 1: [Brief Description]
- Finding 2: [Brief Description]
- Finding 3: [Brief Description]

3. Recommendations

We recommend the following actions to address the findings identified during the audit:

- Recommendation 1: [Brief Description]
- Recommendation 2: [Brief Description]
- Recommendation 3: [Brief Description]

We will be preparing a final report which will include more detailed findings and recommendations. We appreciate your cooperation during this audit process and look forward to discussing these preliminary results further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]